Good morning everyone and welcome to this edition of the supervisors' audio forum, brought to you by the Bureau of Land Management National Training Center. I'm Linda Johnson from the NTC and today we're going to be talking to you about our newly implemented financial system, FBMS. This month's session is being presented by John Foster, FBMS Change Lead and Program Coordinator, Project Coordinator and Barb Bellio, Acquisition SME from the NOC in Denver. Thanks for joining us today.

John F: Thank you, Linda, appreciate having us on the flyer with you.

Linda: Good to have you. Okay, John, why don't you go ahead and get started.

John F: Okay, just to bring everybody up to a common understanding of where we are with FBMS, we have been implemented, basically, since the third week of December and we've been doing a lot of catch-up work and learning of the system as we've gone along. And many of the people in your offices are now using the system.

But a couple of important points I want to bring to your attention, that we transferred all the FBMS training to the National Training Center and Linda Johnson, who's moderating this call, is taking the lead on that. It's not an easy task. Over the past four months, we have trained over 5,000 BLM-ers that now have access to the system, so you can imagine the workload that we've transferred to down to NTC, so we're trying to keep ahead of that power curve on your behalf.

We've also, since the December time, we've completed a number of payments to the field; over 11,000 and climbing which is no small feat considering all the steps it has to go through to pay our vendors their due dollars. We still have some problems and work out some of the data conversion issues that came along with that, got over to the new FBMS, but, nevertheless, we're catching up.

And the surprise, surprise for those who are following financials, we have closed our books for October, November, December, January, and as of last week, February and so that is a major feat when we get into managing our financials. We should take a lot of pride in the fact that BLM was able to do that so quickly to get all the catch-up work done for financial closing.

Contracting got all their work caught up and they're still learning the system aggressively to make sure the work processes work better and Barb will be talking to you some of that later on in this presentation.

The CBS, the Collections and Billing System, which we use for accounts receivable, is still having difficulty with the interface and we probably won't be caught up with all the accounts receivable information until May. So, for those of you trying to look at the balance sheets on that one, expect May will probably be the date we get all those caught up.

Fleet utilization, all the entries have been done, thank you very much from the field. We have over 7,000

rigs out there that have to have their meter readings put in every month. We've got all those caught up and put in. However, reporting the financial-side, the costing of that still remains problematic, and they're working that out now. So, that shouldn't affect you as much as it will affect our financial people.

Like I said earlier, we've got over 4900, going to 5,000, users. And like I said earlier, we've got 500 people using the system, now you think about that, on a daily basis. The previous two deployments, D2, D3, which is '07 FBMS, in their total population of users we exceed them on a daily number of active users. They have about 700 total users, we are almost exceeding that actively with 5,000. So this numbers that we have on our inventory of users using FBMS is over-whelming the project office right now. They didn't anticipate the order of magnitude and complexity of BLM, so we're working through a lot of those issues which leads us to some of the issues you probably have with the getting access and control of your end users out in the field and we'll talk to that in a minute.

And as of February 25th, which was a critical time, the DOI has conditionally approved the operational readiness review and that's where IBM has been relieved of many of the duties and responsibilities that was handed to them for deployment. So, we're switching into an operations and maintenance mode now so any significant changes to the system have to go through a change process and approvals and all kinds of contractual arrangements before they can get done. So, when we accepted the operational readiness

review of the ORR, it changed our working relationship with IBM basically.

As I said earlier, so we have some problems yet to get over; I'm on slide four. Like I said, we've closed through February, but we still, for the quarterly reporting, we still have eliminations problems and some internal Hyperion problems to get the quarterly reports to the department. So, hang on, we'll get through those, and, hopefully, we'll have a clean closing in the end of March. To meet that end, and one of the things that you in the field can pay attention to, and we've already worked with the budget officers, is we need to get the labor adjustments completed in March in order to have a clean closing for the first half. So, most of those have been getting instructions and guidance on how to do the labor adjustments that are needed to bring the books into balance there. Again, with fleet reporting, the GSA costs are still problematic and some of those will not be totally showing the balance as it should be. But we're working on getting that done by the quarter.

And as of late, as well we're working with NTC on the training issues trying to get a relationship built between here and Denver and NTC, we're working with NFC in anticipation of the fire season and ironing out some newly minted processes with them to ensure that we're all synched up prior to the fire. There are still some areas that we need to deal with. Miscellaneous obligations used in the fire program, we're still trying to wrestle with that in relation for the FPDS-NG reporting. And the Viper, a US Forest Service, is not going to be interfaced at this time which is problematic and Gary Bowers is working on getting

that resolved. So, there's still a few open-ended issues with fire that we're working on, but at this point, we hope to get through the fire season with least amount of disruptions as possible.

And the last thing I want to bring up as a problem area, is these UAMP tickets. We have an excess of a 1,000 of them right now and that's where there's changes to existing roles, changes to the profiles within the system, so forth. And we're back-logged for many different reasons, mainly it's because it's an immature process and we're trying to streamline it. Secondly, as I mentioned earlier, the BLM has orders of magnitude and complex over the previous two deployments and both the project office and BLM are adjusting it accordingly. Recently, the Deputy State Directors for Support Services have been assigned the role of an authorizing approver so that all the business changes within that state or organization are managed accordingly with the appropriate delegations of authority. So, we're trying to solve a couple of problems at the same time here, as well as streamlining the process.

Which leads me to page 5, which is the user account management processes themselves and how do you play a role. For you supervisors out there, the primary role of a supervisor is to ensure that the roles that a new user or an new role being added to an existing user or the termination of someone who's left the bureau, is fully carried out. So, for the supervisor the UAMP form is on the portal, so if you didn't know that, we can give you more information; I gave you the website locator. Once a user comes into your office and they get active directory

credentials, when they're processed through and they're able to sign on to the BLM system, and between you and the user you determine what roles they should have in FBMS; whether it's a Budget Officer or Utilization Clerk or whatever. You pull down the form, fill it out with the proper roles, and the guidance, there's a path there on the portal on what the role's descriptions are and if you have any trouble trying to determine, call your state office state lead or center lead and they can help you, walk you through with the account controllers there as to what appropriate roles would be. Finish the form, sign it, both you and the employee, the supervisor; sign it that you're approving this person have these roles in FBMS. Send it up to your state office, the SD's office; they will look at it one more time for what they call separation of duties requirements, making sure we don't have any conflicts of interest here. They will sign it off and send it in, fax it in to the DOI help desk. Once that goes into the system, then it's a new user or additional role to a user that requires training, then it will be routed down to NTC for the learning plan to be set up in DOI Learn. Once the user is notified that training is there, they go out, they do their training in DOI Learn, complete their training, and upon completion, notify Linda and her folks at NTC the user has completed training, either you are the user. Linda will then verify that in DOI Learn and then notify our security points of contacts here in Denver and then turn you on and the ticket's closed. That's as simple as we can make it without getting too complex. But your role in this is the initial step to ensure that the end user has the appropriate roles to the job you wish them to do and that is what you're certifying when you sign that UAMP

form. You might say this is a lot of paperwork and a lot of "who-ha", but when we get down to actually when an auditor or a reviewer comes into the BLM to look at how we're managing our acquisitions, our property receipt, and property itself, and our CORE financials, they want to know who's authorizing access to an integrated system that FBMS is and they want to make sure there's no separation of duty conflicts out there as based on A-123. So, this process is somewhat cumbersome, but it's also a necessity for us to make sure that we meet, basic auditors' requirements.

If you have an employee leaving BLM, then you need to submit what they call a UAMT form just as a clearing sheet would be processed. This needs to go in so we can terminate all the roles that are in FBMS to make sure we clean them out. We're not doing such a good job of that because we're doing a certification right now and I'm noticing right now, even here at the NOC, we haven't got that termination process totally implemented yet so we're going to clean that up and ensure that when people process out, that the termination form is complete, because that ends their roles in FBMS.

So, in conclusion on slide six, for user account management, make sure we have appropriate roles assigned for those individuals because we don't want to over-state that because we've got them authorized to do payments and receipts and ordering, that's definitely a no-no in the system. We make sure we have the separation of duties taken care of. And this will change as the business changes. Now the Deputy State Directors in most states are responsible for property, budget, procurement, and

financial reporting, so those are all within their purview and they're the business owners, so they need to continue to evaluate as new changes come in whether it's meeting their business needs.

The security right now, as I talked to you earlier, the certification process is semi-annual. And we're going through it the month of March and your state office state leads are going to be going nuts because this is not an easy thing to do is review everybody who is in the system, make sure they have the proper roles and everybody's cleaned up. After going through catch up and adding roles and subtracting roles and not really knowing what we're doing with all the outstanding tickets, it's going to take us concerted effort to clean up these certification lists. And so, be patient if you get a lot of calls from the state office asking about so and so, does this person have the right role. That's probably what's going to go on and it's going to go crazy. And our first security review is due on March 31st, so batten the hatches for the next two and a half weeks; it's going to be nuts around here and with that, I'm going to turn it over to Barb to talk about your role as User Account Manager, approver in the system.

Barb: Thank you, John. This is Barb Bellio and yes, as a supervisor you have a very important role in FBMS. Your role as a supervisor is to approve requisitions that come over to the acquisition side of the house for processing and making and purchasing goods or services.

So you wonder how you get the notification, and you get that through a work-flow process that is in FBMS. Your

role as a supervisor is, again, approver. You get notified
through a work flow process through Lotus Notes email that
you have something in FBMS to approve. And then in FBMS,
you must go into that system under your My Task area and go
into your work flow and approve a requisition. You need to
act on it; you just can't delete the notification. You
need to take a look and take the necessary action to
approve this electronic requisition. You'll be getting
reminder notices, as well, if you aren't taking action
after day four and day six you'll also get email notices
again reminding you that you have tasks to perform in the
FBMS system. Once you've acted upon that particular task
within FBMS and have approved it, that means you're
actively doing what you need to do within the system.

     Just to mention, there are five different types of
approval roles. The supervisor role, the IT approval,
property approval, ad hoc approval, for something like if
you have somebody that's a safety officer and you want all
your requisitions to go through them, for example, and a
certified funds approver. So, we are focusing on the role
of you as supervisory approval.

     As a supervisor approval, you'll be the first approver
on the requisition form and generally it is the first line
supervisor that does this approval. As approver you can
display the requisition, approve that requisition, change
the requisition, or reject it. Your job is to actually
review and approve that requisition.

Linda: Barb? Barb, this is Linda. Can you, I think maybe are moving and turning and we're kind of losing your audio at times so, if you wouldn't mind.

Barb: Okay, is this better?

Linda: Sorry to interrupt.

Barb: Alright, no problem.

Alright, so your job as the supervisor is to review and approve the requisition. You need to validate that the information on the requisition is complete and accurate before you approve it.

Just some preliminaries, making sure that you can get in to the FBMS system; we've provided a slide here that shows you how to do that. You log in to the portal, to the www.fbms.doi.net URL. On everybody's desktop there should actually be an icon to click on to get into FBMS. You need to use your user name, which is your active directory name. You need to make sure to add the word "at BLM.gov" at the end of your user name. And then your password is the password that you use for your active directory, your computer log in ID. Once you're in the system, you click on the Home key within the portal and you click on My Tasks and then you go to your inbox. You need to get pretty familiar with this particular area within the Task box. You'll have an inbox and there are several folders, if you will, there's little triangles pointed to the side that I'm kind of indicating here on this screen that we're looking at. You'll want to work in the work flow area; work flow

is exactly that. We're talking about work flow that's coming for you that needs approval. Unfortunately, the slides stopped being numbered after number seven, so I'm on the one that's with the header "Get Familiar with This Screen." I just want to point out that on this particular slide, when you're working within your work flow area, the reason you want to do that rather than working directly from your inbox, it will display, pretty much, the same things as far as what's in your task area. It's because you have additional, functional icons that are available for you to work with if you are within that work flow folder. On the slide, you can see that there is a square around the update, the circular update. That is an update function that's available within this screen. There's other functions such as display, the little glasses that you see, there are filters. And again, there's additional increased functionality if you work within this area, so it's important to do that.

    You need to pay attention, let's go to the next slide, as far as when you do get this work flow, what is it that you need to pay attention to when you're looking at this task. You need to pay attention to what is being purchased. You need to pay attention to the accounting information that's on the requisition as well as the user product service code and the item category. A "D" for service, a "D" means that it's a service and a "blank" equals goods. I will explain that a little bit further as we get into the slides; it will make a little bit more sense. It's really about the way receipt is being accomplished on a purchase. Whether we're receiving based on a value, which is receipts via a service or whether

we're receiving based on a quantity, which is receipts for
a good.

You have decisions to make when you are looking at a
requisition. You have to decide whether you're going to
approve it, whether you're going to reject it, whether you
need to change that requisition. You can, of course,
display which you need to do in order to review it, or just
cancel and keep this item in your work box because you're
not ready to deal with it at the particular moment.

I'm on the screen that says "Display and Pay Attention
to Three Areas." On this particular screen you'll see
there's header information. What we're doing now is
displaying this requisition. We've gotten to our inbox, we
double-clicked on our work flow. We see that there's a
requisition to approve. We've clicked on display; in the
display mode, then, you need to pay attention to the header
information, the approval status information, and then the
item detail, which is down below. The screen and slide
that I'm on has the bold, square boxes around the areas
that you want to look at. Within FBMS system, it's
important to know that there are scroll bars within scroll
bars, so you want to be able to access those scroll bars
and recognize that there's additional information
underneath each one of these various tabs. So, when I
refer to a tab, for example, the header information on this
slide is considered a tab. The approval status is
considered a tab and then header text is also considered a
tab. In the header information, you want to pay attention
to the --- I've actually skipped a slide. I'm on the slide
that says the approval tab, approval status tab. On that

slide there you'll see that there's a supervisor's name and in this slide example, Alicia Dawson is the name that's listed in there. She's the supervisor that needs to be the person to approve this. And then, the property approver is Sam Moore. It's important to note who has the requisition and who's going to be approving the requisition. So based on the name that the requisitioner puts on the supervisory approval tab, will be the supervisor that has to approve it.

The UPC, the user product service code, is what triggers what kinds of approvals are needed as well, whether or not IT or property needs to sign it. The UPC code derives the commitment item which is the --- our old terminology --- budget object class. And, based upon that, it determines whether or not you need additional approvals, like IT or property. Assets, this is a very integrated system. We create our assets; everything really starts with the requisition so again it's very important that the requisition is correct.

So, if we could flip back another slide, --- and I'm going to display and pay attention to the previous slide where it talks about the "D" for services and the "blank" for goods or supplies. On the requisition itself you'll see displayed the items that are being purchased. In this particular slide, we'll see line item 10; we're buying a flip chart for training. Account assignment, that ACC is a "K". The very next field is the field that is the item category. That is the field that really needs to be paid to attention to as far as how receiving is being done on this particular procurement. Again, if it's blank, and in

this case this is blank, this would be a receipt based on a goods then. We can receive up to that quantity of 12 for that exact estimated unit price of $30.00. If I were to be receiving a service or a construction or in the mode of receiving service based on a value, I would want that item category to be "D". That's a very important area to pay attention to on your requisition.

Additionally, you need to look at the item detail. This screen that I'm on does show that the item detail is below in the bold box, item detail. In order to get to that, you need to highlight your line item. It's much like Excel where you want to highlight a row in Excel, so you'll want to put your cursor in the first blank box on the line item. It will turn to a goldenrod color. That indicates that that line is highlighted, and then you'll want to click on your item detail.

Again, I'm flipping forward two slides. I'm on the slide that says, "What else to I need to look at". Once you've highlighted that line item on the left and clicked on the item detail, you will be able to see information about the item itself. The next slide shows you what you will be able to see about that line item; again, the detail for that line item. This would be on the first tab; again you can see highlighting accounting information is what is bolded here. You'll need to look on the accounting information tab to take a look at what account codes are being used on this requisition. And you, of course, are verifying that this is accurate as well. You click on the Delivery Address tab to verify the period of performance and/or the delivery date. And then, if you also click on

the History tab, you could see if any purchase had actually been made against this requisition at this point. Generally, of course, since we're just in the approval stage of a requisition, you would not, generally, have any history at all, and since we haven't even approved the requisition.

So, again, it's very important that you take a look at all of these data fields before you approve your requisition.

So, is there anything else you need to know about a requisition? Yes, you can have attachments that are also attached to this requisition and you can get to those attachments by clicking on the services for object button. On the slide here, it's indicated --- looks like a little cartoon bubble actually. It's in the upper right-hand corner. It doesn't say anything other than this icon, but it is call the Services for Object. If you click on that icon in the upper right-hand corner, if the attachment list is activated then there will be attachments there that you can view. It's important to note that you can't make changes to those attachments. You have to actually detach, modify, and reattach if in fact you see that there's something wrong with, say for example, a statement of work that you want to fix. So, there is a process there as far as what you need to go through as far as making those changes to an attachment.

You may add your own attachments, if necessary, through that button as well. If there's more than one attachment, you select the one that you want, highlight it,

and then just click on the continue screen. So it's
important to take a look at the entire acquisition and make
sure it's complete. Nothing's really changed from our old
processes. It's still important that a complete
requisition package get the procurement office and that
includes all of the accompanied attachments that are
required for a requisition.

     Once you've reviewed a requisition, what do you need
to do as far as once you've displayed it? This is a little
quirky part within the FBMS system. You actually need to
click on the cancel screen to return to your inbox. Once
you're at your inbox, you need to click on that update
button which is the blue recycle symbol that's in your work
flow area. And then, you will be able to see your work
flow again for that approval. You click on that PR button
and that's when you will, again, see the work flow to,
again, approve, reject, change, again, display or cancel
and keep that item in your work box.

     So just to reiterate again, that it's real quirky when
you're looking in work flow, you go into the display mode,
you're looking at your requisition, many times you come
back and there's nothing there. You'll have to remember to
do these steps, cancel, click on that update button,
refresh your screen, and then double click on your work
flow to be able to display your PR, again, as far as what
steps you need to take.

     So, what happens if after you displayed it,
everything's okay? If you click on approve, it goes
forward to the next person, the next approval person in the

line. So, if there was a property approver, it would go to that next approver for them to approve it. It goes all the way through the process. At the end when the certification of funds approver approves the requisition, it is automatically transmitted then over to the PRISM system where it's delivered to the procurement folks and their procurement system to go ahead and do what they need to do as far as soliciting, making the purchase, and getting the award made which will then transfer the award obligation back over into the SAP system. As a reminder, you are working in SAP and only in SAP. Additionally, a contracting officer cannot change anything on a requisition once it's delivered over to the PRISM system. So, if there are errors or mistakes such as funding or UPC corrections that need to be made, it will have to come back out of the PRISM system, the requisitioner will have to do a change, a pre-award change in this example because we haven't made award yet, and it goes back through the entire process again for approval. If you reject it, for example, and you don't want to do the corrections, something wrong with you, you want the requisitioner to make the fixes themselves, that's what happens. You hit the reject button; you have to enter a reason why you're rejecting. Please be specific, be detailed about your reasons for rejecting, and then it goes back to the requisitioner. The requisitioner can make the changes, it can go back through the approval process again and it starts all over again. So when it rejects, it goes back to the requisitioner. Again, you can change, you can make your changes that are appropriate. Once you make your changes and approve that, it will move forward. Again, cancel and keep keeps the work flow item in your inbox until you're ready to move it forward.

So, if you need to make changes, what is it that you can change? You can change the UPC, which is that User Product Service Code. You can change the funding, you can change the header, you can add attachments, you can add line items, or you can include a message. So, to do that, you click on the change on the decision work step. And just remember that, if you do change the User Product Service Code, that that User Product Service Code controls not only what approvers are necessary, but also the accounting information. Again, the derivation of the commandment item happens with the UPC. So it's important that is a correct code as well.

Remember that when you make changes you need to document what changes you're making in the change to history selection. You are a very vital part of this process as far as ensuring that requisitions are accurate and complete before they move forward through the work flow to the next people. So, having that being said, what happens if you're out of the office? Again, work flow is something that doesn't stop. Work flow is where you get that notification and if you're gone it will just sit there and if you decide to go on vacation for a month to Hawaii, then it's not going to move anywhere and that would be detrimental to getting our goods or services purchased. So, it's important that you establish a proxy for yourself when you're out of the office. A proxy can be established for the length of time that you're going to be away and it can be disabled if you happen to come home early. It's very important that you establish these proxies before you leave the office so that business can proceed while you're

gone. This is even for a day, so if you know that you're going to be gone, you want to set up those proxies so that work flow keeps moving.

It's pretty easy to set up your proxy. From the portal, you click on the menu button. You click on the settings button. You go on and click on to work flow settings and then you get to the maintain substitute. The important thing to remember here is when you pick somebody to be a proxy for yourself; they need to have the same role that you have. So if you have the role of acquisition supervisor approver, they, too, need to have that role otherwise they cannot perform the function that you have just assigned them to do.

Once you found your name, you create substitute button. I think that these instructions are pretty self-explanatory as we go through these particular slides. Notice that you can use the wild card which is the asterisk feature when you're trying to do searches within the system. That's common in FBMS, the wild card throughout is always going to be an asterisk. In this example on the slide that I'm on, we have a star NEL star, it'll find all of those people's names who have that string of letters within their name. Once the name appears of the people you want to --- are able to pick from, you highlight the name that you want to select as far as being your substitute. And I do strongly advise that you let them know that you're doing this by giving them a courtesy call or an email in addition. This is just so that work flow goes to them. Don't forget, once you pick their name, then you click at

the green check mark at the bottom to create --- to continue.

You can enter a period during which that substitute is valid. So you enter the time frames that you want them to be able to handle all of the work flow. And then that proxy expires on that last date that you select. If you return earlier, though, you can go back to the work flow settings and end the substitute. But it will automatically expire on the date that you put into the screen. In order to do that --- if you do come back early, you go back into the system, you pick the name of the person that you've substituted and you click on the delete substitute button which is at the bottom of the screen.

Some additional notes to make once you've gone through and done your proxies, all that's been set up. Let's say you have not, though, established a proxy before you've left the office. Let's say you're sick and you're out of the office for a couple weeks and that was not planned, there are work flow administrators that can take the requisition and work flow that approval, then, to somebody else who has supervisory role of approval. I just want to mention a caveat there, when things are forwarded that way through work flow approval, it's not very good to display, then, that PR through the work flow because it kills that work flow. It's important to go out in the FBMS system under acquisition, you go to purchasing, you click on purchase request, you display your requisition. And that's the best way to take a look at your requisition and then come back into your work flow and forward it. Just a note that when a supervisor --- when a work flow is forwarded --

- the name of the person that appears on that work flow, on the supervisory tab, does not change. It's totally tracked behind the scenes as far as who actually did approve it, but the actual name will not change from the initial name when it's work flowed.

Some things to remember, try and pick people who are obviously approvers in this system. Only enter names currently of people who have FBMS as approvers. Do not have your requisitioners put in names of supervisors who don't even have access to the system yet with that role. That wreaks havoc, the work flow does move forward, and then we have to get into work flow administration to move those requisitions forward.

If you have something that does need to be work flowed, it's important for you to put in a help request ticket. Within the portal, there is an area where you click on a help desk to create a ticket to DOI and then that ticket will come to BLM, actually, and BLM will take care of moving that ticket forward. So again, put in a help desk ticket if you need a PR to be work flowed to somebody else.

I do have some final tips here on how to work within the FBMS system as far as how to open multiple windows under a single log on session. You can take the URL in your browser at the very top, you copy that with the control "C", you click on the new tab. There are multiple tabs that are existing in your windows. If you click on that new tab, you paste the URL in there with a control "V" feature and you press the enter key. Now you can switch

back and forth between windows within the FBMS session during that log on. So if I want to be in the My Task area, for example, looking at my tasks, what I need to do and let's say I want to go out and display a requisition, I click on the other window session that I've opened and then go to that acquisition purchase request and look at displaying my requisition there in the window. So you can just switch back and forth between windows. And that's pretty much the tip for the day as far as working within FBMS.

Remember the other important point to make when you are in your FBMS system and in the My Task area, it is important to refresh frequently so that any new work flow will display itself. So, refreshing is a very important task to perform as well if you stay logged on into an FBMS session for any period of time.

It's important for you to make sure that you go in to FBMS, then, if you are a supervisor and you take a look at your My Task area and control your tasks and work with your tasks there. That is what controls and moves the work flow along. It is not your email. And be sure that you complete your tasks timely; you have an important role. And that's all I have as far as presentation material for the approval role for a supervisor.

Linda: Well, thanks, Barb. That was really good information. I know I've been, kind of, looking at some the processes in FBMS and that presentation clarified for me, after having seen the training, some of the steps you have to take to get a requisition approved.

Folks out there now, if you have any questions, you can call in. I think we do have a caller on the line. We have Ryan in Las Vegas. Are you there, Ryan?

Unknown: Okay, well this is Ryan, et. al., right here. We had a couple questions, one question goes back to the beginning of the presentation and has to do with labor adjustments in March. And we're wondering what instructions are when we need to adjust labor to accounts that are showing that there is no money because of the CBS not connecting with FBMS issue.

John F: Giving labor adjustments to account that doesn't have appropriate fund level.

Unknown: Well, it's there but it's not showing up as being there.

John F: Okay. Let me get someone who can answer your question directly for you. I can't answer that specific. If you send that to me at johnfoster@blm.gov I'll make sure someone answers and gets back to you. Because I don't have an answer to that one.

Unknown: Okay, and then our other question is with the PR process, is there a way to run some kind of report that can show us the status of all of our PR's that we have in the system from this, whatever you call it, from this program. Yes, thank you.

Barb: There is a report, I believe, in VIEMIS. I'll have to get that report for you as far as what name and how to run that.

Unknown: Okay, thank you.

Linda: Okay, sorry we weren't able to answer your questions on that one, but I think Barb and John will get those answers for you. I know they're working on the reports and those are going to be starting to be available to everyone soon. We have Lakita on the line. Lakita?

John H: I had a question on work flow administration. This is at the Washington office, are there designated work flow administrators that can actually make the changes or is it possible for the person that initiated the PR to make changes in a supervisor before it gets to the supervisor?

Barb: Well, there are designated work flow administrators. For acquisition, we have four work flow administrators at the moment; myself, Barb Bellio, then there's Julie Aylee, there's Dawn Higgins, and Sarah Zalessky. We are work flow administrators and we're the only designated work flow administrators for the acquisition roles. So again, we are able to move work flow from a named supervisor if they're out of the office and a proxy was not set up to another supervisor. Along the way, though, you can change that name of the supervisor if need be if it is incorrect through the change process. And it is actually preferred that you make sure that you have the correct name on the requisition as far as who the actual supervisor should be doing the approval rather than relying

on a work flow to get it to somebody else who should be doing it.

John H: Okay, well I've tried doing the pre-award change and it worked for period of performance change, it went back through the work flow. But when I changed the supervisor, nothing happened.

Barb: Would not allow you to change the supervisory name?

John H: It allowed me to change it, it's just that it didn't go to the next named supervisor.

Barb: I would like specifics on that. I'm not sure why that it would not have gotten to the next ...

John H: Okay, I'll send you the PR number. But I think right now the best thing is for me to go through the help desk and request them to reroute it, right?

Barb: Yes, at this point if it does need to move to somebody else. Or I can actually help with that to get, as well. Taking a look at what's wrong with that requisition.

John H: Okay, well if you're interested, I'll go ahead and send you the PR number when I get back to the desk.

Barb: That would be fine.

John H: Thank you very much.

Barb: Uh huh.

Linda: Okay, thank you, John, for your question and Becky is on the line. Go ahead, Becky.

Becky: Hi, this is Sam from the Lake Havasu field office, I'm with Becky, and I have a couple questions also going back to the beginning in the initial question with the CVS interface to labor adjustments. I think that's answer probably everybody will need because we're all, we all have situations that are similar to that where we're trying to make these adjustments. However, we're unable to. My next one is also...

John F: I'll get an answer to that and I'll get it to Linda and she can post the notes. How's that, would that work?

Becky: Yes, thank you. A couple more questions also. You had mentioned vehicles are caught up, but we can't see it with the financial interface and FBMS, the report part of it is not up.

John F: Correct.

Becky: When will we be able to see that?

John F: We hope to have that up and running by end of the --- so you can do your quarters. So, we're not sure how soon they'll get the fixes made for this financial side of the fleet. We'll get more information out to you as

that fix gets made by the FBMS folks. Fleet is a very
complex process and they're having a tough time dealing
with it. So, but the utilization, they're actually putting
in the meter readings and all that, is caught up. So, it's
just a matter of processing for the financial reporting.
And we'll let you know soon as that's fixed. Okay?

    Becky: Okay. And my last question, again I'm going
to bounce back to labor adjustments. I actually do the
adjustments for our district here and what I'm seeing in
the system, I don't know if this has been brought to
anybody's attention, we are unable as a financial person,
to run reports that actually show us where these charges
are at or who they are typed to. So what I've done every
single pay period that the 088processes, I've run every
single employee within my district, vendor by vendor, to
try and check these and I'm still showing 088 charges.
Then we've requested reports from the FBMS lead in our
state, and she's getting reports from Denver and those
reports aren't matching actual 088 charges that are in the
system. So, I guess we're being asked to complete a task
by the end of the month, but we're not being given the
tools or the reports that we need to see these charges,
even when the reports are coming from Denver. How do we
get around that? The only thing I can propose is, again,
that the financial people run every single employee and
even still then we still have outstanding charges. So, do
you have a suggestion?

    John F: Yeah, my biggest suggestion would be if what
we're doing today is not meeting your needs, is to send
them the DOI help desk tickets so you can flag what your

suggested repair would be. Because otherwise, it's hard for me to translate what you just said to someone here who's knowledgeable of what you're talking about.

     Becky: Right. And this is something that it'll occur every time payroll processes. We are unable to run a report in FBMS that gives us the information we need to identify these charges.

     John F: May I ask, are you using the LB_Blast role to do that work?

     Becky: Uh, no. I'm not familiar with what that is. I'm going into the Core Financial Labor Adjustments table on the SAP side and actually running every vendor.

     John F: Okay. Why don't you, if you would, and I hate to put you off. If you submit the DOI help desk ticket, then we can get it recorded what you're saying so we can work on it because I can't translate all that for you at this time.

     Becky: Okay.

     John F: Okay, if you would do that, I'd appreciate it very much.

     Linda: Okay, thank you.

     John F: That will come back to one of the fellas here and they'll look at it be able to answer your question better than I can.

Becky: Okay, thank you.

Linda: Okay, thank you for your questions. Chris, is Chris there, I think, from Alaska?

Chris: Yes, I am.

Linda: Hi Chris.

Chris: I guess I have several questions and I guess this has something to do with UPC code, but I get requisitions for everything coming down the pike for property approval when they're not property BOC codes. And I don't really understand why that's happening. And I'm also getting approvals for contract payment receipts. Now, why would that happen?

Barb: Do you have the role of CORE Receiving?

Chris: I don't know. They're contracts that don't have a darn thing to do with me.

Barb: In the role mapping exercise, people in offices were designated to acquisition roles as such as CORE Receiving Official. Are you a Receiving Official in your state?

Chris: I think I'm everything.

Barb: That might answer it. You probably have been role mapped to that role and on acquisitions, if your name

happens to be named on a purchase order, again, everything in the SAP system, this is a major point of clarification. The term purchase order is often associated with something that is just acquisition, an acquisition purchase order. In the SAP system, every obligation is called a purchase order. It has nothing to do with the fact that it was a purchase order from acquisition; it's an obligation. All of your vehicles, all of your miscellaneous obligations, all of your PRISM awards, all of your procurement purchases, are all called purchase orders in SAP. But anyway, if you do have your name on a acquisition purchase on a purchase order that ends up in SAP on the obligation and you are in the field for CORE receiving, you will get work flow, there's additional work flow for procurement purchases for completing a goods receipt or service enter sheet, as well as a work flow to approve invoices. And the CORE role, the CORE Receiving Official role, gets work flow for both of those. So you may want to check with your FBMS state lead to see if you're mapped to that role.

Chris: Okay, again, would the UPC code have anything to do with that because it's a property UPC code or how does that relate to, say, your BOC code for property approval?

Barb: That would be different. The CORE receiver is a named person on a purchase order as far as somebody doing the receiving role. The UPC, again, the property approval is required for certain UPCs where property does need to approve it. If you are finding that you are getting requisitions to approve as a property approver for what you think should not be a UPC, put in a ticket for that and

we'll take a look at that. It could be that the table does
need to be updated.

Chris: Okay, I've had several that don't qualify.

Barb: Yeah. Well, maybe there's something in a
certain category that you're getting consistently that we
do need to update or we'll explain why it is that it is
requiring a property approval.

Chris: Okay. And I guess I have one more question.
The step of going into your review on approval field, every
time I go into that screen and I go to display it gets hung
up and I have to go back and I have to cancel the review
and then come back in to get back to the approval screen --

Barb: Right.

Chris: -- Or it locks up altogether. So the
direction that procurement folks here have given me is to
never display the purchase request out of that field but to
go directly into the acquisition field and display the
purchase request there and then go back into my inbox and
tasks and approve it and go directly to approval, after
looking at it in the acquisition field.

Barb: Right. That is really the preferred and best
method. It's very convenient and many people do hit the
display button once they are in their work flow. And
again, it is just a quirk of the system that, if you happen
to do that, the method to get back is, in fact, a kick to
print your cancel button and then hit the update button and

then click on your PR to display your work flow again. That's the only way to get it back.

Chris: Okay.

Barb: But, yeah... the method that has been described to you is preferred to go out and actually create a new tab. Go out into acquisition and display it that way.

Chris: Okay. Thank you.

Barb: You're welcome.

Linda: Okay, thank you, Chris. I think we have one more call on the line, Washington office, again, Lakita.

John H: This is John Huttleston again. Going back to labor, we had several managers ask me the actual labor cut-off dates so that they know when the costs are, you know. Before we used to have an "as of" date for labor and could we, like, so many days after then end of the pay period or something that I can use as a labor cut-off date to tell people when the costs are cutting off?

John F: About all I can say on that one is that we do the month end close on the 31st of March so that'd probably be the date when we close the books on the quarter. So that's probably what you're going to run against. Because once they close March, then they'll open up April. So the adjustments, if you want to get them into your mid-year reports, it should be done by the 31st of March.

John H: I'm talking about the pay period of labor input.

John F: Oh, pay period adjustments.

John H: No, not the adjustments just as the --- you know when we're reporting labor costs. I can tell them when I ran the report, but I can't really tell them what the actual labor cut-off date was.

John F: Okay, the date of the reports, when you pulled it.

John H: Right.

John F: I'll get back to you on that.

John H: Okay, thanks.

Linda: Okay, thank you, everyone. Thanks everyone for all your questions and we're about at our finishing time here. So, I just wanted to say thank you from all of us here at NTC and from the FBMS project office in Denver for participating this morning and for your interest in the new system. If you have any questions that weren't answered, and it looks like we do have some, and John's got a few things that he needs to take care of, give John a call up there in Denver, John Foster at 303-236-2220. Thanks, Barb and John for the information that you presented this morning. I imagine we may have more of these sessions in the future as we continue to get used to working with the new system.

This session will be available on our NTC knowledge resource center on the web if you have others that might want to hear it in the future. Next month's topic is going to be back a leadership topic, HR type of topic on mentoring so we hope you can make it on the 2nd Wednesday of next month. Look forward to talking to you then. Thanks.